## **Provisioning of POP Spaces**

	Action	Responsible
Identify Location and Requirements	Site identified for NMCI service Site notified Nominate building and provide as-built drawings Visit site to understand layout Conceptual design/Architecture Review conceptual design Request space from SW Div SW Div request space from Major Claimant/Region	PMO PMO Station PWO ISF/Station IT ISF Facilities Coordinator Station IT ISF SW Div
Offer and Acceptance	Provide space assignment letter Evaluate Space Accept Space	Station PWO ISF ISF Facilities
Prepare and Turnover Site to ISF	Vacate space as appropriate Remediate asbestos, if required Perform required repairs/improvements Turnover space	Station PWO Station/Region Station PWO Station PWO
Design	Complete 30% design Review 30% design Provide comments to ISF Complete 60% design Review 60% design Provide comments to ISF Conduct Pre-construction Conference Submit 100% design Review plans for code compliance Provide combined design review comments Resubmit 100% design for review, if required by ROICC	ISF ROICC/PWC ROICC ISF ROICC/PWC ROICC ROICC ISF ROICC ISF ROICC ROICC
Buildout Site	Begin construction Provide transformer, if required Complete construction Final walkthrough and signoff Rack and stack COMSEC Certification Provide as-built drawings to ROICC	ISF Station PWO ISF ROICC/ISF ISF Station ISF